



City of Missouri City

SPECIAL EVENT PERMITS

The following requirements must be met in order to obtain a permit to operate a special event within the Missouri City limits.

- **ALL SPECIAL EVENT PERMIT APPLICATIONS MUST BE SUBMITTED WITH AT LEAST 5 BUSINESS DAYS ADVANCE NOTICE PRIOR TO THE EVENT.**
- **IF FOOD OR DRINKS ARE TO BE SERVED DURING THE EVENT, A TEMPORARY HEALTH PERMIT APPLICATION MUST ALSO BE SUBMITTED WITH AT LEAST 5 BUSINESS DAYS ADVANCE NOTICE.**
- **IF REQUESTING SIGNAGE TO BE PLACED IN THE DESIGNATED RIGHT-OF-WAY AREAS (*SEE ATTACHED MAP*), THE APPLICATION MUST BE SUBMITTED 30 DAYS PRIOR TO THE EVENT IN ORDER TO OBTAIN APPROVAL FROM MISSOURI CITY COUNCIL.**
- **NO APPLICATION WILL BE ACCEPTED UNLESS EVERY ENTRY BLANK HAS BEEN COMPLETED.**

The City of Missouri City requests that any contact information provided with the application should be the most direct way to reach the responsible person(s). It is preferred that any phone numbers given should also have message capabilities in case of a missed call.

Please read and answer the application form carefully. If you should have any questions, please do not hesitate to call one of the following city officials:

Paul McKeever	Signage	(281) 403-8600
Teresa Lee	Health	(281) 403-8600
Mike Fogarty	Code Enforcement	(281) 403-8600

Thank you for your interest and cooperation in hosting your special event in the City of Missouri City.



SPECIAL EVENT PERMIT
APPLICATION
(please PRINT all answers)

Organization_____

Name of Applicant_____

Responsible Individual(s)_____

Email or Alternative Phone Number (required)_____

Type of Organization (civic, non-profit, other)_____

Name & Type of Event_____

Name of Property Owner_____

Property Owner Phone#_____

Address or Location of Event_____

Signature of Property Owner_____

Date Submitted_____ Event Date_____ Event Hours_____

Date sign(s) displayed_____ Date sign(s) removed_____

Number of signs: Right-of-Way _____ Private Property_____

ALL SIGN LOCATIONS MUST BE SHOWN ON MAP PROVIDED. SIGNS MUST BE REMOVED (1) ONE DAY AFTER THE EVENT HAS CONCLUDED. "APPLICANT UNDERSTANDS THAT NO SIGNS, MATERIALS, OBJECTS OR EQUIPMENT SHALL BE PLACED IN THE RIGHT-OF-WAY EXCEPT AS ALLOWED AND INDICATED HEREIN AND THAT NO PERSONS SHALL STAND IN THE STREET OR ROW IN AN EFFORT TO SOLICIT OR ATTRACT INTEREST IN THE SPECIAL EVENT."

Number of Staff_____ Number of Participants Estimated_____

Security will be provided by_____

Food or drinks served? Yes or No NOTE: If yes, health permit is required.

Will electricity be used? Yes or No If yes, from what source? _____
(electrical permit may be required)

If outdoor lighting is provided, will it be shielded from the adjacent property? Yes or No

Will hard surface parking be provided? Yes or No

If yes, then number of parking spaces. _____

If no, then explain the type of surface reserved for parking._____

Will tents be used? Yes or No NOTE: If yes, a tent (fire rating) certificate is required.

Will there be alcohol sales? Yes or No NOTE: If yes, an alcohol permit is required.

Will outdoor sound amplification be used? Yes or No

How will disposal of solid waste be provided?_____

NOTE: APPLICANT MUST PROVIDE SCALED SITE PLAN AS AN ATTACHMENT SHOWING NORTH ARROW, PROPERTY LINES, STREETS, ACCESS, PARKING, LOCATION OF BUILDINGS, TENTS, SANITATION, SIGNAGE, ETC.

Application Check Date

Approval: Code Inspector Date

Approval: Health Inspector Date

Approval: CDBG Coordinator Date